



TA372 Overtime Lag Overview

Overtime Lag Overview

The Fair Labor Standards Act (FLSA) establishes a minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

In Cardinal, approved salaried overtime and shift differential are systematically held for 14 calendar days after the FLSA period completion before being made available for payroll processing. This 14-day overtime lag is standard across all agencies.

This overview job aid provides examples for overtime lag with key dates for both:

- One pay period
- Two pay periods

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Overtime Release DateOvertime Reported Date*

Time & Attendance Job Aid

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		July																	Α	ugus	st															Sept
Salaried Pay Period:																																				
MON	TUES	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
											REGULAR PAY PERIOD								Pay Date																	
Exar	nple	A:																																		
7 D	7 DAY FLSA PERIOD WITH MONDAY START						14-DAY LAG																											Pay Date		
					7 DAY FLSA PERIOD WITH MONDAY START 14-DAY LAG										Pay Date																					
Exar	Example B:																																			
				7	DAY FLS	SA PERI	A PERIOD WITH FRIDAY START 14-DAY LAG									Pay Date																				
											7	DAY FLS	A PERI	IOD WITH FRIDAY START 14-DAY LAG Date																						
	= Payroll Processing Date																																			

	Reports Time	Paid
Example A (one pay period lag)	Employee with FLSA period from Monday to Sunday reports overtime on 8/7/2020.	Employee is paid for the overtime on 9/1/2020.
Example B (two pay period lag)	Employee with FLSA period from Friday to Thursday reports overtime on 8/7/2020.	The overtime is not released for processing in time for the 8/25/2020 processing date, due to the 14-day lag period. As a result, the employee is not paid for the overtime on 9/1/2020, but instead will be paid for it on 9/16/2020.

^{*}Payroll Processing Dates and Overtime Release Dates are set by DOA. The Overtime Reported Date of 8/7/2020 is for the purpose of this example only.

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